



Presidential Communications Office

Philippine Information Agency

Ahensiyang Pang-impormasyon ng Pilipinas



RFQ No. **25-03-034**

REQUEST FOR QUOTATION

Procurement Project Title:	Supply and Delivery of Various Audio-Visual Equipment for the Enhancement of HRDD Operations		
Approved Budget for the Contract (ABC):	Php99,000.00	Purchase Request No.:	25-03-034
End-User:	HRDD	Delivery Period:	30 days upon issuance of notice to proceed
Source of Funds:	GAA	Deadline for Submission of bids:	25 April 2025 @ 5:00 P.M

Date: 22 April 2025

The **Philippine Information Agency (PIA)**, through its **Procurement Section – Administrative Division**, intends to procure the item/s indicated in this Request for Quotation (RFQ) in accordance with Rule V, Sec.42 of Republic Act (RA) 12009 or the New Government Procurement Act, and the use of Small Value Procurement (SVP) in its IRR, Rule IV-Modes of Procurement.

Interested bidders are hereby invited to submit a quotation/proposal, signed by their duly authorized representative, **on or before the deadline indicated above**, subject to the Terms and Conditions provided in this RFQ. Quotations may be submitted physically or via email through the contact information below:

Procurement Section/Bids and Awards Committee Secretariat
Philippine Information Agency
2nd Flr. PIA Bldg. Visayas Avenue Diliman Quezon City
Email: paul.delossantos@pia.gov.ph
Tel Nos. 8920-43-38/0985-305-0095

1. Suppliers are required to submit the following prior to notification of award:

- Valid & current Mayor's/Business permit for 2025;
- Valid & current PhilGEPS Registration Certificate/Number;
- Income Tax Return (for ABCs above P500K)
- Omnibus Sworn Statement (for ABCs above P50K);
- Bids should be valid for a period of 60 days.

We highly encourage interested suppliers to use the Quotation Form provided to minimize errors or omissions of the required mandatory provisions. Should the quotation form be reproduced/retyped, please ensure that all mandatory requirements/provisions are included. Missing requirements/provisions and non-submission of the terms and conditions shall render the submission ineligible or disqualified.

ATTY. ALLAN VINCENT B. LORENZO
BAC- Chairperson

TERMS AND CONDITIONS:

1. Bidders shall provide the correct and accurate information required in this form.
2. Any interlineations, erasures, or overwriting shall be valid only if they are countersigned by any of your duly authorized representative/s.
3. Price quotation/s must be valid for a period of **SIXTY (60) calendar days** from the deadline of submission.
4. Price quotation/s, should be in Philippine peso, and shall include all taxes, duties, and/or levies payable.
5. Quotations exceeding the Approved Budget for the Contract is automatically rejected.
6. Non-compliance with any of the minimum mandatory requirements will render your quotation disqualified.
7. Bidders must state their compliance in the "Statement of Compliance" against each of the individual specifications parameters in the Item Description or attachments, if any.
8. In case of tie of bids among suppliers that have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the PIA-BAC shall adopt and employ the "draw lots" procedure as the tie-breaking method to determine the single winning supplier in accordance with GPPB Circular 06-2005.
9. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
10. Item/s delivered shall be inspected and/or tested on the scheduled date and time of the PIA. The delivery of the item/s shall be acknowledged upon the delivery to confirm compliance with the technical specifications.
11. Payment shall be made through Land Bank's LDDAP-ADA/Bank Transfer facility, within thirty (30) days after receipt of billing and issuance of inspection and acceptance report from the end-user. In case of accounts maintained in other banks, bank transfer fees shall be charged against the creditor's account.
12. Issuance of Sales Invoice within seven (7) banking days after notification of payment/crediting of payment shall be observed.
13. Liquidated damages equivalent to one-tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The PIA may terminate the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies applicable to it.
14. The Procuring Entity may cancel or terminate the contract at any time in accordance with the grounds provided under Republic Act (RA) 12009 or the New Government Procurement Act and its IRR.
15. The PIA reserves the right to accept or reject any or all Quotations/Bids, to annul the bidding process, and to reject all bids at any time prior to contract award, without thereby incurring any liability to the affected Bidder(s), and to accept offer that is most advantageous to the government.
16. The RFQ, Purchase Order (PO), and other related documents for the above-stated procurement projects shall be deemed to form part of the contract.

SUPPLIERS QUOTATION

After having carefully read and accepted the Instructions and Terms and Conditions, I/we submit our quotation/s for the item/s as follows:

UNIT	DESCRIPTION	QTY	UNIT COST	TOTAL AMOUNT
Piece	VIDEO SWITCHER	1		
Piece	AUDIO VIDEO CAPTURE CARD	1		
set/ Piece	PORTABLE SPEAKER / AUDIO SYSTEM	1		
set	LAVALIER MICROPHONE SYSTEM	1		
set	WIRELESS MICROPHONE SYSTEM	1		
	Approved Budget for the Contract (ABC): <u>Php99,000.00</u>	GRAND TOTAL Amount in Words: _____ In Figures: Php _____		

After having carefully read, understood, and accepted the conditions specified in the Request for Quotation, Technical Specification, and Terms of Reference, I/We quote on the item(s) at prices as above-indicated.

Company Name:	
Company Address:	
Submitted by: (Authorized Representative)	_____
Designation	Signature Over Printed Name
Telephone No / Mobile No	
Email Address:	
Date Submitted:	

TECHNICAL SPECIFICATIONS

Note: Bidders must state either “**Comply**” or “**Not Comply**” in the column “Statement of Compliance” in each of the individual specification parameters:

PROJECT TITLE: Supply and Delivery of Various Audio-Visual Equipment for the Enhancement of HRDD Operations				
QTY	UNIT	DESCRIPTION	REMARKS <i>(Brand Name/ Model, etc.)</i>	STATEMENT OF COMPLIANCE
1	piece	VIDEO SWITCHER Specifications: <ul style="list-style-type: none"> • 4-Channel Live Stream 3G-SDI Switcher • Input/Output up to 1080p60 10-Bit 4:2:2 • 2-Channel Digital Audio Mixer • 2 x 3G-SDI Output, Ethernet ATEM Control • Media Player, Computer Input Support • Upstream and Downstream Keyers • DVE Transition, Chroma/Luma Keyers • Color and Pattern Generators • USB Type-C Streaming/Webcam Output 		
1	piece	AUDIO VIDEO CAPTURE CARD Specifications: <ul style="list-style-type: none"> • Input-Up to 4086 2160 HDMI input, HDMI version 1.4 (HDCP 1.4 compliant), it enables HDCP content (lower than or equal to L1.4) directly through the converter without third party device, compatible with pc and most of game hosts such as Xbox, PS3, PS4. Output-640*480... 1400*900, 1920*1080 @60 FPS over USB3.0 (backward compatibility), compatible with OBS, VMIX, Adobe Connec, VLC, PotPlayer and other software. Meanwhile, HDMI loop through supported. • Easy to Set- Easy to stream for windows7/windows8/windows 10/linux/ MAC OS etc, • Low Power Consumption • Plug & Play 		

1	set	LAVALIER MICROPHONE SYSTEM Specifications: <ul style="list-style-type: none"> Comes with the Diversity Receiver and Bodypack Transmitter paired with the Centraverve Lavalier Condenser Microphone. Set Type: Presenter Amount of Bodypacks: 1 Amount of TQG Mics: 1 Receiver Specifications: <ul style="list-style-type: none"> Transmission: Analog Type of Power Supply: External Receiver Housings: Molded ABS Number of compatible systems per frequency band: Up to 4 Receiver type: Single Power Requirements: 12 to 18 V DC @ 130 mA Body Pack Transmitter specifications: <ul style="list-style-type: none"> Weight: 90g or less Battery life: 10h or more Form Factor: Bodypack Bodypack HxWxD without antenna: 108x64x19g Functionality: Transmitter Input impedance: 22k Transmission: Analog CVL Specifications <ul style="list-style-type: none"> Weight: 25g or less Frequency Response: 60 Hz-12 kHz Frequency Response: Tailored Sensitivity:-43.50 dBV/Pa -6.70 mV/Pa Self-Noise: 22 dB(A) Max. Sound Pressure Level: 139 dB Transducer Type: Condenser Polar Pattern: Cardioid 		
1	Set/ piece	PORTABLE SPEAKER / AUDIO SYSTEM Specifications: <ul style="list-style-type: none"> Telescopic handle and wide, sturdy wheels Up to 3 hours charging time Up to 18 hours playtime Splash proof AI Sound Boost Multi-speaker connection Dual Mic & Guitar Inputs Power: 240W 		

		<ul style="list-style-type: none"> • Connectivity: Bluetooth 5.4 • Warranty: 1 year on parts, labor and service 		
1	set	WIRELESS MICROPHONE SYSTEM <ul style="list-style-type: none"> • For 2 presenters • Dual UHF • 3 Frequencies • Rechargeable Li-on battery 		
		WARRANTY AND SUPPORT <p>A. At least 90 days of complimentary technical support and one (1) year limited warranty</p> <p>B. 30-day return and exchange policy covering manufacturer's defects in materials, workmanship.</p>		
		SCOPE OF WORK Supplier: <ul style="list-style-type: none"> • Certification that all procurement items have been delivered • Provision of technical support from supplier and/or manufacturer. Procuring Entity: <ul style="list-style-type: none"> • Certification that all procurement items are compliant with the technical specifications and free from manufacturer's defects and damages upon delivery. 		
		END-USER REQUIREMENTS <ul style="list-style-type: none"> • The EU permits to the acceptance of bids with higher technical specifications that is responsive to the EU's requirements. This is to prevent stock unavailability, avoid delays in the procurement process, and ensure continuity of operations in the HRDD. This however, shall be subject to evaluation by the Technical Working Group (TWG) and in accordance with the existing procurement law. Provided further, that the bid amount remains within the Approved 		

		Budget for the Contract (ABC) and that no specification falls below the minimum requirements set forth in the specifications provided under Section II. Additionally, any variation in technical specifications must be reasonable and advantageous to the government.		
DELIVERY PERIOD:				
PRICE VALIDITY: Sixty (60) Calendar Days				

I hereby certify that the statement of compliance to the forgoing technical specifications are true and correct, otherwise, if found to be false either during bid evaluation or post-qualification, the same shall render our bid in automatic disqualification.

Name of Company/Bidder:	
Authorized Representative:	
	_____ Signature Over Printed Name
Date:	



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 11978807
Procuring Entity PHILIPPINE INFORMATION AGENCY
Title Supply and Delivery of Various Audio-Visual Equipment for the Enhancement of HRDD Operations
Area of Delivery Metro Manila

Solicitation Number:	25-03-034	Status	Pending
Trade Agreement:	Implementing Rules and Regulations		
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Associated Components	1
Classification:	Goods	Bid Supplements	0
Category:	Audio and Visual Equipment		
Approved Budget for the Contract:	PHP 99,000.00	Document Request List	0
Delivery Period:	30 Day/s		
Client Agency:		Date Published	22/04/2025
Contact Person:	Paul John Hechanova Delos Santos Administrative Assistant III Visayas Avenue, Diliman, Quezon City Metro Manila Philippines 1128 63-2-9204338 paul.delossantos@pia.gov.ph	Last Updated / Time	21/04/2025 21:35 PM
		Closing Date / Time	25/04/2025 17:00 PM

Description

RFQ No. 25-03-034

REQUEST FOR QUOTATION

Procurement Project Title: Supply and Delivery of Various Audio-Visual Equipment for the Enhancement of HRDD Operations

Approved Budget for the Contract (ABC): Php99,000.00

Purchase Request No.: 25-03-034

End-User: HRDD

Delivery Period: 30 days upon issuance of notice to proceed

Source of Funds: GAA

Deadline for Submission of bids: 25 April 2025 @ 5:00 P.M

Date: 22 April 2025

The Philippine Information Agency (PIA), through its Procurement Section – Administrative Division, intends to procure the item/s indicated in this Request for Quotation (RFQ) in accordance with Rule V, Sec.42 of Republic Act (RA) 12009 or the New Government Procurement Act, and the use of Small Value Procurement (SVP) in its IRR, Rule IV-Modes of Procurement.

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on or before the deadline indicated above, subject to the Terms and Conditions provided in this RFQ. Quotations may be submitted physically or via email through the contact information below:

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Tel Nos. 8920-43-38/0985-305-0095

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- a. Valid & current Mayor's/Business permit for 2025;
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- c. Income Tax Return (for ABCs above P500K)
- d. Omnibus Sworn Statement (for ABCs above P50K);
- e. Bids should be valid for a period of 60 days.

We highly encourage interested suppliers to use the Quotation Form provided to minimize errors or omissions of the required mandatory provisions. Should the quotation form be reproduced/retyped, please ensure that all mandatory requirements/provisions are included. Missing requirements/provisions and non-submission of the terms and conditions shall render the submission ineligible or disqualified.

ATTY. ALLAN VINCENT B. LORENZO
BAC- Chairperson

ANNEX "A"

TERMS AND CONDITIONS:

1. Bidders shall provide the correct and accurate information required in this form.
2. Any interlineations, erasures, or overwriting shall be valid only if they are countersigned by any of your duly authorized representative/s.
3. Price quotation/s must be valid for a period of SIXTY (60) calendar days from the deadline of submission.
4. Price quotation/s, should be in Philippine peso, and shall include all taxes, duties, and/or levies payable.
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6. Non-compliance with any of the minimum mandatory requirements will render your quotation disqualified.
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12. Issuance of Sales Invoice within seven (7) banking days after notification of payment/crediting of payment shall be observed.
13. Liquidated damages equivalent to one-tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The PIA may terminate the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies applicable to it.
14. The Procuring Entity may cancel or terminate the contract at any time in accordance with the grounds provided under Republic Act (RA) 12009 or the New Government Procurement Act and its IRR.
15. The PIA reserves the right to accept or reject any or all Quotations/Bids, to annul the bidding process, and to reject all bids at any time prior to contract award, without thereby incurring any liability to the affected Bidder(s), and to accept offer that is most advantageous to the government.
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SUPPLIERS QUOTATION

After having carefully read and accepted the Instructions and Terms and Conditions, I/we submit our quotation/s for the item/s as follows:

UNIT DESCRIPTION	QTY	UNIT COST	TOTAL AMOUNT
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1Piece VIDEO SWITCHER			
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1Piece AUDIO VIDEO CAPTURE CARD			
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1set/Piece PORTABLE SPEAKER / AUDIO SYSTEM			
--	--	--	--

1set LAVALIER MICROPHONE SYSTEM

1set WIRELESS MICROPHONE SYSTEM

Approved Budget for the Contract (ABC): Php99,000.00

GRAND TOTAL Amount in Words: _____

In Figures: Php _____

After having carefully read, understood, and accepted the conditions specified in the Request for Quotation, Technical Specification, and Terms of Reference, I/We quote on the item(s) at prices as above-indicated.

Company Name:

Company Address:

Submitted by: (Authorized Representative)

Signature Over Printed Name

Designation

Telephone No / Mobile No

Email Address:

Date Submitted:

TECHNICAL SPECIFICATIONS

Note: Bidders must state either "Comply" or "Not Comply" in the column "Statement of Compliance" in each of the individual specification parameters:

PROJECT TITLE: Supply and Delivery of Various Audio-Visual Equipment for the Enhancement of HRDD Operations

QTY

UNIT

DESCRIPTION

REMARKS

(Brand Name/ Model, etc.)

STATEMENT OF COMPLIANCE

1piece VIDEO SWITCHER

Specifications:

- 4-Channel Live Stream 3G-SDI Switcher
- Input/Output up to 1080p60 10-Bit 4:2:2
- 2-Channel Digital Audio Mixer
- 2 x 3G-SDI Output, Ethernet ATEM Control
- Media Player, Computer Input Support
- Upstream and Downstream Keyers
- DVE Transition, Chroma/Luma Keyers
- Color and Pattern Generators
- USB Type-C Streaming/Webcam Output

1piece AUDIO VIDEO CAPTURE CARD

Specifications:

- Input-Up to 4086 2160 HDMI input, HDMI version 1.4 (HDCP 1.4 compliant), it enables HDCP content (lower than or equal to L1.4) directly through the converter without third party device, compatible with pc and most of game hosts such as Xbox, PS3, PS4.
- Output-640*480... 1400*900, 1920*1080 @60 FPS over USB3.0 (backward compatibility), compatible with OBS, VMIX, Adobe Connec, VLC, PotPlayer and other software. Meanwhile, HDMI loop through supported.
- Easy to Set- Easy to stream for windows7/windows8/windows 10/linux/ MAC OS etc,
- Low Power Consumption
- Plug & Play

1set LAVALIER MICROPHONE SYSTEM

Specifications:

- Comes with the Diversity Receiver and Bodypack Transmitter paired with the Centravese Lavalier Condenser Microphone.
- Set Type: Presenter
- Amount of Bodypacks: 1

- Amount of TQG Mics: 1
- Receiver Specifications:
- Transmission: Analog
 - Type of Power Supply: External
 - Receiver Housings: Molded ABS
 - Number of compatible systems per frequency band: Up to 4
 - Receiver type: Single
 - Power Requirements: 12 to 18 V DC @ 130 mA

Body Pack Transmitter specifications:

- Weight: 90g or less
- Battery life: 10h or more
- Form Factor: Bodypack
- Bodypack HxWxD without antenna: 108x64x19g
- Functionality: Transmitter
- Input impedance: 22k
- Transmission: Analog

CVL Specifications

- Weight: 25g or less
- Frequency Response: 60 Hz-12 kHz
- Frequency Response: Tailored
- Sensitivity: -43.50 dBV/Pa -6.70 mV/Pa
- Self-Noise: 22 dB(A)
- Max. Sound Pressure Level: 139 dB
- Transducer Type: Condenser
- Polar Pattern: Cardioid

1Set/piece PORTABLE SPEAKER / AUDIO SYSTEM

Specifications:

- Telescopic handle and wide, sturdy wheels
- Up to 3 hours charging time
- Up to 18 hours playtime
- Splash proof
- AI Sound Boost
- Multi-speaker connection
- Dual Mic & Guitar Inputs
- Power: 240W
- Connectivity: Bluetooth 5.4
- Warranty: 1 year on parts, labor and service

1set WIRELESS MICROPHONE SYSTEM

- For 2 presenters
- Dual UHF
- 3 Frequencies
- Rechargeable Li-on battery

WARRANTY AND SUPPORT

- A. At least 90 days of complimentary technical support and one (1) year limited warranty
- B. 30-day return and exchange policy covering manufacturer's defects in materials, workmanship.

SCOPE OF WORK

Supplier:

- Certification that all procurement items have been delivered
- Provision of technical support from supplier and/or manufacturer.

Procuring Entity:

- Certification that all procurement items are compliant with the technical specifications and free from manufacturer's defects and damages upon delivery.

END-USER REQUIREMENTS

- The EU permits to the acceptance of bids with higher technical specifications that is responsive to the EU's requirements. This is to prevent stock unavailability, avoid delays in the procurement process, and ensure continuity of operations in the HRDD. This however, shall be subject to evaluation by the Technical Working Group (TWG) and in accordance with the existing procurement law. Provided further, that the bid amount remains within the Approved Budget for the Contract (ABC) and that no specification falls below the minimum requirements set forth in the specifications provided under Section II. Additionally, any variation in technical specifications must be reasonable and advantageous to the government.

DELIVERY PERIOD:

PRICE VALIDITY: Sixty (60) Calendar Days

I hereby certify that the statement of compliance to the forgoing technical specifications are true and correct, otherwise, if found to be false either during bid evaluation or post-qualification, the same shall render our bid in automatic disqualification.

Name of Company/Bidder:

Authorized Representative:

Signature Over Printed Name

Date:

Line Items

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	Lot 1	Various Audio-Visual Equipment	1	Lot	99,000.00

Created by Ronelio N Hernandez

Date Created 21/04/2025

The PhilGEPS team is not responsible for any typographical errors or misinformation presented in the system. PhilGEPS only displays information provided for by its clients, and any queries regarding the postings should be directed to the contact person/s of the concerned party.